



**United States Bankruptcy Court
Office of the Clerk
Middle District of Florida**



EMPLOYMENT OPPORTUNITY

Position: Project Manager/Interior Design
Location: Orlando/Tampa, Florida
Starting Salary Range: \$54,087 – 80,402*
CPS 28/1 – 29/25*

Date: August 3, 2009
Announcement No. 09-13
Closing Date: Until Filled

Position Overview: The United States Bankruptcy Court for the Middle District of Florida is presently accepting applications for the position of Project Manager/Interior Design. The incumbent will be responsible for coordination of the planning, design, construction and occupancy phases of the \$50 million dollar renovation of the George C. Young Courthouse in Orlando, Florida and all future renovation projects. The position is classified as a senior management position in the office of the Clerk of Court and reports to the Clerk of Court.

Responsibilities:

- Oversees and coordinates all design and construction work on renovation and construction projects as the Court's representative.
- Reviews all architectural design and construction drawings and documents, change orders, specifications, schedules and cost estimates to ensure that budgetary and schedule restrictions are adhered to and regularly monitors the entire project for compliance with stated objectives.
- Coordinates all segments of the project with all divisions of the Federal Government General Services Administration (GSA), contractors, and provides services to other appropriate court agencies in the district.
- Provides technical services related to the planning, design, renovation and construction of current projects and other major tenant alteration projects.
- Schedules and coordinates moves of departments, divisions and judges' staff related to facility changes. Coordinates all systems (telephone, computer, audio, security, etc.) requirements for assigned projects.
- Serves as Court liaison with GSA, Space and Facilities Division of the Administrative Office, the Circuit, various court agencies and any other contractors on assigned projects.
- Schedules, attends and participates in project meetings to ensure construction compliance. Prepares progress reports and provides update briefings to the Clerk of Court and appropriate judicial offices.
- Conducts construction walkthroughs, and prepares and maintains files of schedules, finishes, catalog cuts and shop drawings.
- Tracks, analyzes, and reports on project expenditures and project progress to the Clerk of Court, Chief Deputy and judicial officers.
- Maintains compliance with various judicial guides, policies, procedures, and codes of other agencies which affect the planning, design and construction of court projects.
- Assists in the budgeting process to ensure adequate funds are available to meet the needs of the Court on individual projects. Makes recommendations for improvements and changes in procedures or other actions to the Clerk of Court.
- Reviews and recommends to the Clerk of Court, Chief Deputy, judicial officers and if applicable the U.S. Marshal Service space planning and interior architectural design concepts, and works

with architects, interior designers, and contractors regarding appropriate selection and placement of finishes, furniture, and furnishings.

- Other duties as assigned.

Qualifications: A bachelor's degree in architecture, construction management, industrial design and/or engineering field is highly preferred. (Extensive experience in architecture, construction management, or engineering positions will be considered in lieu of a degree.) Current, valid and appropriate license also preferred. Candidates must possess at least six years of technical work experience in their respective field of expertise (such as architecture, engineering, project management and/or construction management). At least three years of such experience must be as the lead or senior manager of a major construction/renovation project. Thorough knowledge of complex commercial building standards, principals, regulations and procedures; ability to produce architectural drawings and construction plans suited to the Court's needs, review construction documents, coordinate space planning/interior design, identify and apply building safety, seismic and handicap code requirements; ability to comprehend and communicate a vast variety of technical specifications and concepts; ability to coordinate a large project with many critical details and ensure timely and cost-effective completion of the project; skill in writing technical documents, letters, meeting minutes, memoranda and contractual documents; skill in oral presentations of complicated technical matters to individuals and groups having various levels of subject matter knowledge. Thorough knowledge of and skill in using computer technology, excellent technical abilities in working with spreadsheets, data bases, CAD and Word. Qualified candidates should have a demonstrated familiarity with the organization, regulation and staffing of the General Services Administration. Travel throughout the district to include overnight travel, is required.

Preferred Experience: Experience working on federal projects, preferably courthouses, and a demonstrated familiarity with the organization, regulations and staffing of the General Services Administration is highly preferred.

Information for Applicants: *Salary range is \$54,087 – 80,402 (CPS 28/1 – 29/25) commensurate with qualifications, experience, or prior classification under the court's personnel system. The top classification for this position is CL 29. In some cases, salary may be higher based on previous federal judiciary or GSA space and facilities or construction project management experience.*

Only qualified applicants will be considered for this position. Appointment to this position is provisional, contingent upon a background check, and retention depends upon a favorable suitability determination after a background investigation has been concluded. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet employment conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. If selected for this position, the incumbent will be subject to a one-year probationary period. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Application and Selection Procedures: Qualified persons are invited to submit a detailed resume including educational, work and salary history. Please include a copy of appropriate licenses. For first consideration, resumes must be received by August 21, 2009.

Please submit application materials in an envelope marked **“CONFIDENTIAL”** to:

Lee Ann Bennett, Clerk of Court
United States Bankruptcy Court
Sam M. Gibbons U.S. Courthouse
801 North Florida Avenue, Suite #555
Tampa, Florida 33602-3899

The Court will notify applicants selected for an interview. The best-qualified applicants will be invited for interviews. The court is not authorized to reimburse travel expenses for interviews or relocation.

About the U.S. Bankruptcy Court: The Court has divisional offices in Jacksonville, Orlando and Tampa and holds court in Ft. Myers and with eight active judges and one recall judge. The headquarters for the Court are located in Tampa. The Clerk’s office employs 125 full time deputy clerks and handles current annual case filings of 52,500.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

- Merit and classification increases
- Choice of health benefit plans
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care program
- Ten paid holidays per year
- Vacation Leave and sick leave
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Participation in Federal Employees Retirement System

The United States Bankruptcy Court is an Equal Opportunity Employer